



# TOWN OF FLORENCE

## **DESIGN REVIEW Application & Checklist**

Community Development Department

P.O. Box 2670

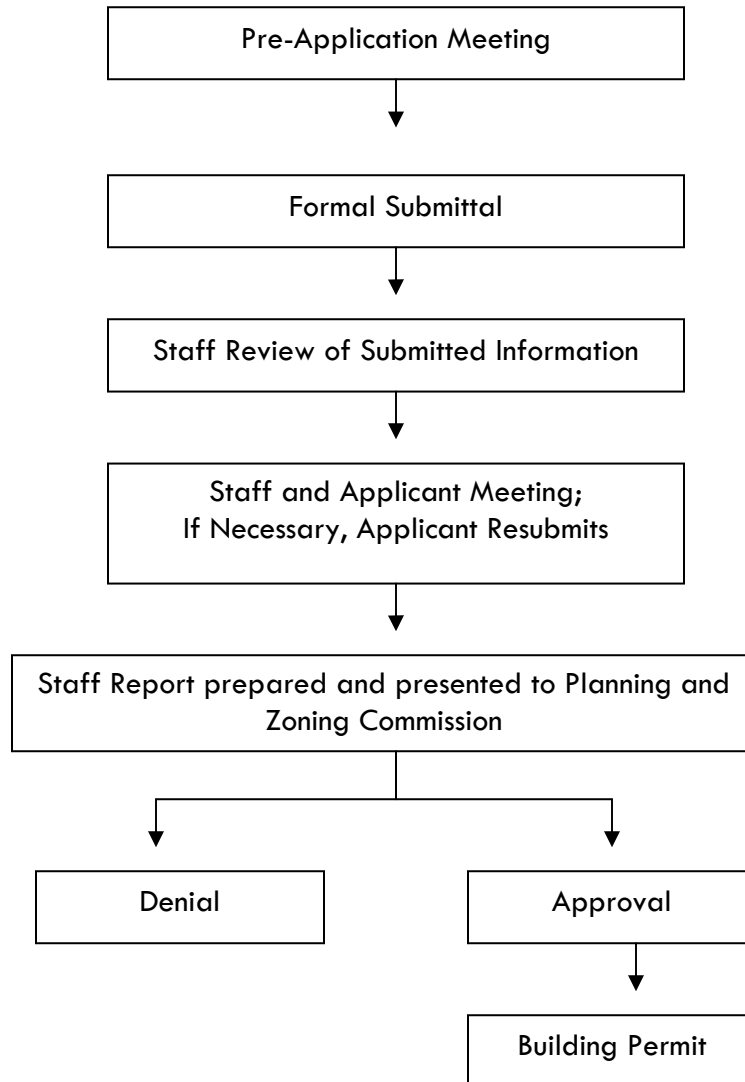
600 North Main Street

Florence, Arizona 85132

(520) 868-7575

[www.florenceaz.gov](http://www.florenceaz.gov)

# TYPICAL DESIGN REVIEW APPLICATION PROCESS



# DESIGN REVIEW APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for a design review for a property within the Town of Florence. The design review request will be decided by the Planning Commission,

1. **Pre-Application Review Process** – Prior to filing an application for a design review, the applicant must complete the Pre-Application review meeting with the Community Development Department.
2. **Application Filing** – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Ensuring the accuracy of the request is the responsibility of the applicant. Applications will not be accepted or processed without an adequate description of the "Request" being submitted. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
3. **Staff Reports** – After the staff comments have been addressed and the project has been scheduled for the public hearings, the Community Development Department will prepare reports describing and evaluating the proposed project and making recommendations to the Planning Commission. Copies of the staff reports will be made available to the public and sent to the applicant prior to each public hearing.
4. **Planning Commission Hearing** – Regular Planning and Zoning Commission hearings occur on the first and third Thursday of each month at 6:00 p.m. Regular meetings are held at Florence Town Hall, 775 North Main Street. The applicant or a project representative must be present at the hearing. After the hearing the Commission will recommend approval, approval with modifications or denial of the Design Review application.
5. **Appeal recommendation to Town Council** – The applicant may appeal the Planning and Zoning Commission's decision to the Town Council within fifteen days (15) of the decision. The appeal letter must describe the unresolved issues and describe what design solutions are proposed by the applicant. The applicant is notified of the date of the Town Council meeting to consider the appeal a minimum of fifteen (15) days prior to the public meeting. The decision of the Town Council is final.
6. **Inactive Cases** – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Community Development Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

# DESIGN REVIEW APPLICATION PROCESS

The purpose of the Design Review Application Process is to promote quality construction that is compatible with the surrounding area and consistent with the goals of the Town. The site plan, utility installations, materials, color, lighting, signage, and landscape design must not adversely impact the historic southwest ambiance of Florence.

If one (1) of the following describes the activity for a proposed planned unit development, multi-residence, office, commercial or industrial project, then a Design Review application is required.

1. Any new development or construction.
2. Any change in occupancy as classified by the Building Code(s) of the Town of Florence.
3. Any expansion of an existing site or building.
4. Any remodeling of an existing use that alters at least twenty (20) percent of the floor area or site area.
5. Any remodeling or improvement valued at fifty (50) percent or more of the value of the existing improvements on the site.
6. Prior to occupancy or use of any commercial or industrial building or site that has been vacant for six (6) months or more.
7. Any amendment to an approved Design Review Plan.

After the application is submitted to the Town of Florence Community Development Department, staff will review the application materials. The following criteria will be reviewed by the Community Development Department:

- The proposed development complies with all provisions of this ordinance and all other ordinances, master plans, general plans, goals, objectives and standards of the Town of Florence.
- Building heights, building locations, access points, and parking areas of the proposed development will not negatively impact adjacent properties or the surrounding neighborhood.
- The proposed development promotes a functional relationship of structures to one another, to open spaces, and to topography both on the site and in the surrounding neighborhood.

- The height, location, materials, color, texture, area, setbacks, and mass, as well as parts of any structure (buildings, walls, signs, lighting, etc.) and landscaping is appropriate to the development, the neighborhood and the community.
- Ingress, egress, internal and external traffic circulation, off-street parking facilities, loading and service areas, and pedestrian ways are so designed as to promote safety and convenience.
- The architectural character of the proposed structure is in harmony with, and compatible to, structures in the neighboring environment and the architectural character desired for the Town; avoiding excessive variety or monotonous repetition.
- All mechanical equipment, appurtenances and utility lines are concealed from view and integral to the building and site design.

# DESIGN REVIEW CONTENT REQUIREMENTS

## 1. Project Narrative

- ☐ Description of proposed project; and
- ☐ Information on how the project will blend with existing Town structures.

## 2. Site Plan

- ☐ Vicinity Map;
- ☐ Scale, north arrow, and dimensions;
- ☐ Net acres;
- ☐ Property lines, easements, alleys, private streets, and adjacent rights-of-way and easements showing existing and future improvements, access points, signals, etc.;
- ☐ Conceptual water retention areas and drainage plan;
- ☐ Conceptual landscape plan;
- ☐ Location of required building setbacks and spaces between buildings with dimensions;
- ☐ Location and size of any existing/proposed building(s), structure(s), or land uses;
- ☐ Location and size of parking spaces and the number of spaces required and provided;
- ☐ Location of other existing and proposed improvements such as walls, yards, outside storage, loading areas, etc.;
- ☐ Method of screening for parking, storage and loading areas;
- ☐ Location and screening of refuse enclosures;
- ☐ Vehicular and pedestrian circulation, including ADA accessibility requirements;
- ☐ Queuing area for drive through uses;
- ☐ Emergency apparatus access and required turning radii;
- ☐ Adjacent lot lines and/or structures within 300 feet;
- ☐ Existing zoning on site and adjacent properties within 300 feet;
- ☐ Location and type of existing and proposed site lighting fixtures;
- ☐ Date of preparation including dates of any subsequent revisions; and
- ☐ If prepared by a Design Professional, a signature and seal is required.

## 3. Elevations (if applicable)

- ☐ All elevations of each building proposed for the project;
- ☐ Exterior dimensions;
- ☐ Material proposed; and
- ☐ Location and type of lighting fixture proposed.

## 4. Design Review Signage applications (if applicable)

- ☐ Site Map with the location and distance between signs (if more than 1)
- ☐ Location and dimensions of proposed signs.
- ☐ Display type of signage (monument, cabinet, etc.)
- ☐ Display the elevation of the signs to road and building.

## DESIGN REVIEW CHECKLIST

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
<b>Application</b>		
<b>Fee</b> (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
<b>Owner's Permission Form</b> (if application is not filed by property owner)		
<b>Required Findings:</b>		
<b>Project Narrative</b>		
<b>Site Plan</b>		
10 copies – (8.5" X 11") Site Plan		
10 copies – (8.5" X 11") Conceptual and Grading/ drainage and landscape plan		
10 copies – (8.5" X 11") Materials and colors exhibits		
1 copy – (2' X 3') Materials and colors exhibits		
<b>Elevations</b>		
10 copies – (8.5" X 11") Building elevations		
<b>Signage</b> (if applicable):		
10 copies – (8.5" X 11") of Signage plan		
10 copies – (8.5" X 11") Materials and colors exhibits		

### STAFF TRANSMITTAL

- ☐ Florence Community Development
- ☐ Florence Public Works

# APPLICATION FOR DESIGN REVIEW

**PROJECT NAME:** \_\_\_\_\_

**APPLICATION TYPE:**      ☐ Minor (< 5 acres)      ☐ Major (>5 acres)  
☐ Signage

1. Property Owner:      Name: \_\_\_\_\_  
   Address: \_\_\_\_\_  
   Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
   Email: \_\_\_\_\_

2. Applicant/Developer:      Name: \_\_\_\_\_  
   Address: \_\_\_\_\_  
   Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
   Email: \_\_\_\_\_

3. Address or Location of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax Parcel Numbers: \_\_\_\_\_

Gross Acres: \_\_\_\_\_ Net Acres: \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

4. Describe project in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**FOR STAFF USE ONLY:**

CASE NO. _____	APPLICATION DATE AND TIME _____
PERMIT NO. _____	FEE \$ _____
PZ HEARING DATE _____	REVIEWED BY: _____
RECOMMENDATION:      APPROVAL      DISAPPROVAL	



## OWNER'S PERMISSION FORM

This sheet must be completed if the applicant for an Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat, is **not** the owner of the property.

I/we, the Undersigned, do hereby grant permission to: \_\_\_\_\_

to act on my/our behalf for the purpose of obtaining one or more of the following: Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat on the following described property:

Owner(s)

Signature

Print or Type Name

Address

Telephone

STATE OF ARIZONA                    )  
  )     ss  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that \_\_\_\_\_ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

\_\_\_\_\_  
Notary Public

# PLANNING AND ZONING COMMISSION

## 2013 MEETING SCHEDULE\*

The Planning and Zoning Commission's meetings are typically scheduled for the first and third Thursday of the month. Meetings are held in the **Town Hall Council Chambers** (775 N. Main St.) starting at **6:00 p.m.** Meeting dates, times, and/or locations may be changed if deemed necessary by the Town. Proper notice of such changes will be provided.

All meetings of the Planning and Zoning Commission are open to the Public.

<b>SUBMITTAL DEADLINE</b>	<b>NOTICE IN NEWSPAPER</b>	<b>MEETING DATE*</b>
October 2, 2012	December 13, 2012	January 3, 2013
October 16, 2012	December 27, 2012	January 17, 2013
November 6, 2012	January 10, 2013	February 7, 2013
November 20, 2012	January 24, 2013	February 21, 2013
December 11, 2012	February 7, 2013	March 7, 2013
December 25, 2012	February 21, 2013	March 21, 2013
January 8, 2013	March 7, 2013	April 4, 2013
January 22, 2013	March 21, 2013	April 18, 2013
February 5, 2013	April 11, 2013	May 6, 2013
February 19, 2013	April 25, 2013	May 16, 2013
March 5, 2013	May 9, 2013	June 6, 2013
March 19, 2013	May 23, 2013	June 20, 2013
April 2, 2013	June 13, 2013	July 4, 2013
April 16, 2013	June 27, 2013	July 18, 2013
May 1, 2013	July 11, 2013	August 1, 2013
May 14, 2013	July 25, 2013	August 15, 2013
May 28, 2013	August 8, 2013	September 5, 2013
<b>May 6, 2013</b>	<b>August 15, 2013</b>	<b>September 4, 2013 (Major GPA)*</b>
	<b>August 29, 2013</b>	<b>September 19, 2013 (Major GPA)*</b>
July 23, 2012	September 26, 2013	October 17, 2013

August 6, 2013 August 20, 2013	October 10, 2013 October 24, 2013	November 7, 2013 November 21, 2013
September 3, 2013 September 17, 2013	November 7, 2013 November 21, 2013	December 5, 2013 December 19, 2013
October 1, 2013 October 15, 2013	December 12, 2013 December 27, 2013	January 2, 2014 January 16, 2014

Complete applications and fees are due to the Community Development Department by **12:00 p.m. (noon) on the deadline date.**

Scheduling of your request for consideration by the Planning and Zoning Commission is contingent upon receipt of a **complete application**. Additional factors will determine whether your request is heard on the meeting date corresponding to the submittal deadline date. The applicant will be notified of their application's status.

A pre-application meeting with the Town's Technical Review Committee is required for most development applications. Applicant must set a meeting time with the Community Development Department prior to the submittal deadline.

\*A separate Community Development meeting schedule is provided for the consideration of **Major General Plan Amendments**.